

Subject: RE: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

From: "Adams-Lopez, Theresa" <TAdams-Lopez@portla.org>

Date: 05/23/2017 07:23 AM

To: 'Lorena Parker' <lparker@sanpedrobid.com>

Hi Lorena -

Our notary, Trina, is out ill today. She'll be back tomorrow - does tomorrow work for you?? And what time do you think? I'll be downtown on an interview panel, but will ask someone here to shepherd you down there!

Thanks,

~Theresa

From: Lorena Parker [mailto:lparker@sanpedrobid.com]

Sent: Monday, May 22, 2017 5:12 PM

To: Adams-Lopez, Theresa

Subject: Re: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

I have a luncheon and I'm in the middle of a project that I won't finish tonight. Early afternoon ok?

Lorena Parker
Executive Director
San Pedro Property Owners' Alliance
San Pedro Historic Waterfront
Business Improvement District
390 W. 7th Street | San Pedro, CA 90731
T [310.832.2183](tel:310.832.2183) | F [310.832.0685](tel:310.832.0685)
lparker@sanpedrobid.com
www.sanpedrobid.com

On Mon, May 22, 2017 at 5:04 PM, Adams-Lopez, Theresa <TAdams-Lopez@portla.org> wrote:
Ok, thanks- are you available tomorrow?

From: Lorena Parker [mailto:lparker@sanpedrobid.com]

Sent: Monday, May 22, 2017 5:04 PM

To: Adams-Lopez, Theresa

Subject: Re: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

I still need a notary.

Lorena Parker
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On Mon, May 22, 2017 at 4:36 PM, Adams-Lopez, Theresa <TAdams-Lopez@portla.org> wrote:

Hi -

Was this taken care of or do you still need the notary?

Thanks!

~Theresa

From: Lorena Parker [mailto:lparker@sanpedrobid.com]

Sent: Friday, May 19, 2017 12:43 PM

To: Adams-Lopez, Theresa

Subject: Fwd: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Theresa,

This form that Risk Management wants me to fill out requires a notarized signature.

Can you help me make arrangements to do that?

Thank you.

Lorena Parker
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----- Forwarded message -----

From: **Bautista, Jessica** <JBautista@portla.org>

Date: Fri, May 19, 2017 at 10:47 AM

Subject: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

To: Lorena Parker <lparker@sanpedrobid.com>

Hi Lorena,

I'm still missing information from you on the contract description form. The status of each firm needs to be checked off. Because we are also adding a Subconsultant to this agreement, I will need for you to fill out the affidavit again and have it notarized.

Jessica Bautista
Management Analyst II
Community Relations
Port of Los Angeles | 425 S. Palos Verdes Street | San Pedro, CA 90731
[\(310\) 732-3680](tel:(310)732-3680) | jbautista@portla.org

From: Eldridge, Susana

Sent: Friday, May 19, 2017 10:30 AM

To: Bautista, Jessica

Cc: DeLaTorre, Denise; Carey, Tricia

Subject: RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Hello Jessica,

The attached forms need to be completed in order for another firm to be added. Please have the prime complete the affidavit and get it notarized. Also, the status of each firm needs to be included on the Consultant Description Form, SBE, VSBE, Etc.

Thanks,
Susana

From: Bautista, Jessica

Sent: Monday, May 15, 2017 8:32 AM

To: DeLaTorre, Denise

Cc: Carey, Tricia; Eldridge, Susana

Subject: RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

I believe we only need to have the insurance updated for the new agreement E6899. E6889 is closed and all invoices have been paid to that agreement as of January 2017.

Jessica

From: DeLaTorre, Denise

Sent: Monday, May 15, 2017 8:01 AM

To: Bautista, Jessica

Cc: Carey, Tricia; Eldridge, Susana

Subject: RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Hi Jessica,

Please have your client or your clients Broker send me the certificate email received from Track4LA and I will review/approve for compliance.

Thank you, Denise

Denise De La Torre

Port of Los Angeles,
Risk Management
[\(310\) 732-3995](tel:(310)732-3995)
ddelatorre@portla.org

From: Bautista, Jessica

Sent: Friday, May 12, 2017 4:29 PM

To: Eldridge, Susana <SEldridge@portla.org>

Cc: DeLaTorre, Denise <DDeLaTorre@portla.org>; Carey, Tricia <TCAREY@portla.org>

Subject: RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Lorena is my contact. I've sent her an email stating that I can't process her invoice until the insurance has been updated. Please let me know when it is in Track4LA.

Jessica

From: Eldridge, Susana

Sent: Friday, May 12, 2017 9:16 AM

To: Bautista, Jessica

Cc: DeLaTorre, Denise; Carey, Tricia

Subject: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Hi Jessica,

Will you have your contact at San Pedro Property Owners Alliance submit their current insurance on Track4LA please?

Thank you,
Susana

From: Bautista, Jessica

Sent: Tuesday, May 09, 2017 1:10 PM

To: Eldridge, Susana

Subject: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

This was the last email I received on insurance.

Jessica

From: Lorena Parker [<mailto:lparker@sanpedrobid.com>]

Sent: Monday, May 08, 2017 1:46 PM

To: DeLaTorre, Denise

Cc: Bautista, Jessica

Subject: Re: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Good afternoon,

Here is our certificate of insurance. I will call the carrier now to have them upload it to Track4LA.

Best regards,

Lorena Parker
Executive Director
San Pedro Property Owners' Alliance
San Pedro Historic Waterfront
Business Improvement District
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Lparker@sanpedrobid.com
www.sanpedrobid.com

On Mon, May 8, 2017 at 1:30 PM, DeLaTorre, Denise <DDeLaTorre@portla.org> wrote:
Good Afternoon,

Current insurance for the above subject agreements are as follows:

General Liability	10/03/2017	105612
Auto Liability	None in Track4LA required \$5,000,000	Non-compliant
Workers' Compensation	11/14/2017	627534
Professional Liability	08/24/2017	105612

Please ask your client to have their Broker submit required insurance to Track4LA.

Thank You, Denise
Denise De La Torre
Port of Los Angeles,
Risk Management
[\(310\) 732-3995](tel:(310)732-3995)
ddelatorre@portla.org

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